

# IYNA MEETING MINUTES TEMPLATE

MEETING DETAILS	
DATE:	May 18, 2019
TYPE:	Board of Directors
INITIATED:	8:05:00 PM EST
TERMINATED:	9:02:00 PM EST
CHAIR:	Jacob Umans
SECRETARY:	Aayush Setty

ATTENDANCE DETAILS		
IN ATTENDANCE	LATE	NOT IN ATTENDANCE
Alexander Skvortsov Jacob Umans Aayush Setty Yasmeen Hmaidan Sojas Wagle Colin Wood Sharon Samuel	Claire Wang (Excused) Julia Shi (Excused)	Daniel Lucas

MEETING AGENDA:		
<p><i>This table serves the purpose of organizing what we want to talk about. If you wish to discuss something at this meeting, add a description of the topic and your name as presenter below.</i></p>		
ITEM #	DESCRIPTION	PRESENTED BY
#1	Call to Order	Board Chair
#2	Approval of Previous Meeting's Minutes	Secretary
#3	Committee Reports	Committee Heads
#4	Confirm Board Members (Jacob, Daniel, and Yasmeen)	Board Chair
#5	Merch Store Update	Merch Team
#6	Fundraising Interview	Colin Wood
#7	Future Plans	CEO
#8	Board Officer 2019-2020 Elections	Board Chair
#9	Local Media Campaign	COO
#10		
#11h		

#12		
#13		
#14		
#15		
#16		
#17		
#18	Announcements	Board Chair
#19	Adjournment of Meeting	Board Chair

**MEETING RESOLUTIONS:**

*This table serves the purpose of recording what we have resolved to accomplish, enact, change, etc. A resolution confirmation formalizes a decision below the status of a vote but above the status of an informal consensus.*

#	DESCRIPTION	STATUS
1	Approval of Previous Meeting's Minutes (3/24/2019)	Approved
2	Make a more appealing benefits for sponsorships	
3		
4		
5		
6		
7		
8		
9		
10		

**PARALLEL RUNNING SUMMARY:**

*This table will serve as the repository for notes on the current meeting as taken by the acting Secretary for the purpose of maintaining a content record of meeting business. They will run parallel to the meeting and will constitute a Meeting Summary prepared for any Board of Directors member who were absent from the meeting or wish to brief themselves on its content.*

## NOTE CONTENT

1. Committee Reports
  - a. MYELIN
    - i. Making steady progress on curriculum materials
    - ii. Goal to have pilot materials ready by next school year
  - b. Journal
    - i. Everything running normally
  - c. Outreach
  - d. NCN Management
    - i. Onboarded several people to help with new NCNs
    - ii. Nigeria, Poland, and UK are new NCNs
    - iii. 1 to 1 ratio for liaison to NCN
    - iv. Currently trying to build a surplus of Liaisons to be able to easily develop new NCNs
  - e. Chapters
    - i. Continued development of activity guides
  - f. Mentorship
    - i. Still getting together more mentors
    - ii. Promoting mentors
    - iii. Reaching out to undergraduate neuroscience programs to get more mentors
  - g. Web Development
    - i. Planning to release updates to Brain Bee website
    - ii. Releasing the new NeuroAuth system
    - iii. Transition to Taiga
2. Merch Shop
  - a. Made some money
  - b. Product quality
3. Highschool Neuroscience Day
  - a. Working together with Brain Bee to establish a highschool neuroscience day
4. Fundraising
  - a. Sponsorships
    - i. Tiered System
  - b. Merchandise Store
    - i. Creative products
5. Future Plans
  - a. Alexander Skvortsov step down as CEO effective September
  - b. Formulate a plan to find a new replacement
  - c. Funding
    - i. Goal: \$600 by September
    - ii. Fundraising Plan
      1. Directors - 5 emails a week
      2. \$700 would keep the organization going per year
6. Elections
  - a. Election for 2019 - 2020
7. Media Campaign
  - a. Trying to get publicity for the IYNA
  - b. Reaching out to local news organizations
  - c. Couple articles are out mentioning the IYNA

**SECRETARY APPROVAL:**

*(Signature & Date)*

Jacob Umans, June 22 2019

---

Board Chair, International Youth Neuroscience Association